

Riverside Community College District

District Vehicle Driver Authorization Request Form (revised December 2012)

PLEASE READ THESE INSTRUCTIONS:

A Request to Drive District Vehicles should be received **10 work days** prior to the date of the trip.

If the date of the trip is less than 10 days away, the form must be hand delivered to Risk Management **at least 3 days prior to your trip.**

1. Complete this form and obtain signature from proposed driver
2. Include a copy of driver's CDL
3. Fax, E-Mail, or hand-deliver to Risk Management Office located on the Riverside Campus – College House.

For insurance purposes, anyone under the age of 18 will not be approved to drive district vehicles.

To: **Risk Management Office**

E-Mail: Monica.Esqueda@RCCD.edu

Fax: (951) 328-3502

The following employee/student/Volunteer will be driving district vehicles and requires a DMV Check.

CHECK ONE: **STUDENT** **EMPLOYEE** **VOLUNTEER**

Date of Trip

Organization/Department

Drivers' Name

Driver's Date of Birth

Current Address

Telephone Number/Extension

I am a student, currently enrolled in _____ Units at RCC.

Driver's License Number, Class and State Issued

Student/Employee Number

I certify that the above information is true and correct. I also authorize Riverside Community College District to request a DMV report for insurance purposes.

Driver's Signature

Date

Advisor/Instructor/Staff Name (please print)

Advisor/Instructor/Staff Signature Date

Requestor/Department and Supervisor Name

Date

Total occupants for RCCD vans cannot exceed ten (10) persons, including the driver, otherwise a commercial, Class B license is required.

FOR RISK MANAGEMENT USE ONLY

To: Requesting Driver / Supervisor

From: Risk Management Department

The above-listed person is is not authorized to drive an RCCD vehicle.

Risk Management Name / Signature

Date